

WSIPP Job Recruitment **Senior Data Manager**

Opened: September 2, 2021
Closes: September 30, 2021
Salary: \$8,300.00-\$10,791.00 per month of full-time work (DOQ)

Special Note

This position is full-time, overtime-exempt, an “at-will” appointment, and exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. These exempt positions serve at the discretion of the WSIPP Director.

The Washington State Institute for Public Policy (WSIPP) is a nonpartisan public research group located in Olympia, the hub of Washington State government. WSIPP is a team of multidisciplinary researchers who conduct applied policy research for the state legislature in a creative and collaborative environment.

WSIPP is strongly committed to the core values of nonpartisanship, quality, and impartiality. Created in 1983, WSIPP has become nationally and internationally recognized for the design, depth, and quality of its research reports and benefit-cost analyses.

Position Purpose

The Senior Data Manager is WSIPP’s central resource for data management, programming, and analysis support for WSIPP and its research staff. WSIPP’s research assignments often involve analyzing complex data from external sources (e.g., state agency data systems, federal sources). This position is essential to providing secure, reliable, and efficient data support for WSIPP’s evaluation and analytic efforts.

The Senior Data Manager also has primary responsibility for maintaining and improving WSIPP’s Criminal History Database, which links administrative data from multiple sources over time. This database is a unique resource for evaluating criminal justice initiatives in Washington.

Nature and Scope

WSIPP conducts research at the direction of the state legislature or its Board of Directors. Research areas include, for example, health care, public health, higher education, criminal justice, education, child welfare, and behavioral health. WSIPP research reports are trusted by state decision-makers; the quality of these reports depends on accurate, efficient, and well-maintained data systems.

The Senior Data Manager is the primary person responsible for maintaining WSIPP's data systems and providing programming and analytical support for research projects. The Senior Data Manager must be able to work independently, provide advanced data management and analytical support for WSIPP research, and maintain data security policy and procedures consistent with WSIPP's data-sharing agreements. The position reports to the Associate Director for Operations.

Essential Functions

- Perform complex linking and manipulation of large datasets from various state information systems and other data sources to construct integrated data files for analysis.
- Perform data processing and analysis tasks, such as data organization and management, monitoring data quality, and developing robust documentation.
- Assist in statistical analysis, including summarizing data output in tables and graphs.
- Maintain the criminal justice research database: handle regular updates, improve data quality, and compile datasets for both internal (WSIPP) and external researchers.
- Safeguard WSIPP's computer files, including, ensuring that data security policies are implemented with fidelity, and assuring that WSIPP maintains compliance with the data security, data sharing, data storage, and data destruction components of WSIPP's data-sharing agreements.
- Maintain Secure File Transfer Protocol (SFTP) accounts.
- Receive and transmit confidential data for all projects.

Additional Duties

- Serve as agency expert in SAS.
- Provide limited technical support to staff in cooperation with the IT systems administrator.
- Complete other projects upon request.

Knowledge, Skills, and Abilities

- Ability to write code and interpret code written by other programmers, including troubleshooting and maintaining language using SAS/BASE, SAS/MACRO, and SAS/SQL.
- Strong data manipulation and cleaning skills, with a dedication to making annotations clear and keeping code tidy, concise, and efficient.
- Ability to clearly document and maintain codebooks for different datasets and communicate potential data issues to research staff.
- Apply exceptional interpersonal expertise to build positive working relationships with leadership, project team members, and internal and external stakeholders.
- Communicate respectfully and constructively with colleagues at all levels.
- Take initiative and propose solutions to potential problems.
- Strong presentation, public speaking, and writing skills for both technical and lay audiences.
- Ability to complete all assignments responsibly, independently, with accuracy, and on time.
- Ability to work diplomatically, professionally, and in a nonpartisan manner on all issues ranging from day-to-day to controversial topics.

Minimum Qualifications

- Three to five years of work experience using SAS to perform complex data manipulation of large administrative or program datasets.
- Three to five years of work experience computing descriptive and inferential statistics.
- All required experience must be paid and full-time.
- Strong interpersonal skills and experience collaborating successfully with a variety of internal and external stakeholders.
- Familiarity working with data sharing agreements and institutional review board applications.

Desired Qualifications

- Knowledge of the state's criminal justice data systems.
- Washington State government agency experience.
- Familiarity with other statistical software packages (e.g., Stata, R), programming languages (e.g., C#, VBA, Python, JavaScript, Tableau), and relational database management (e.g., SQL).
- Demonstrated interest in public policy issues and the translation of rigorous research for use by policymakers.

Conditions of Employment

- Must provide proof of identity and employment eligibility within three days of beginning work.
- Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Work Environment

The Senior Data Manager works in an office environment with occasional meetings in a group setting. Flex scheduling and partial telecommuting is allowed.

Benefits

A full state benefits package which includes paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen's excellent employee benefits, please view

<http://www.evergreen.edu/payroll/benefits.htm>

To Apply

Please visit <https://evergreen.peopleadmin.com/postings/2891> to apply.